

CONFIDENTIAL

Exec. Registry

77-9084

16 September 1977

MEMORANDUM FOR: See Distribution

SUBJECT : Supporting the Director in Meetings
with White House Staff and Cabinet Officers

REFERENCE : ES 77-6 dtd 3 May 77; Subject: Servicing
DCI Requirements and Your Needs

1. ☐ According to the Director's projected calendar for the week of 19 September, he is tentatively scheduled to meet with the following senior officials:

Tuesday, 20 September

1130 President Carter
1200 Dr. Brzezinski
1830 Secretary Vance ✓

Wednesday, 21 September

1730 Secretary Brown

2. ☐ Our records indicate that the Director has requested additional information from your office (see attached) to support him in his next meeting with the above named senior officials.

3. ☐ It is requested that you forward a response to the Director, as outlined in paragraph 2a of reference above, and include a copy of the Director's original memorandum highlighting those portions as appropriate.

4. ☐ To provide the Director with sufficient time to review your materials prior to his meetings, please have them delivered to his office by COB the night before the scheduled meeting. The Executive Secretariat will continue to consolidate the materials from the various offices for the Director as required.

[Redacted Signature]

Deputy Executive Secretary

Attachment

Distribution:

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Subject & Date

ER Number

Action Assigned

Conversation with Secretary of
State Vance, 9 Sept (12 Sept)

TS-770217

Paragraph 1a